



JARRARD & DAVIS, LLP

222 WEBB STREET  
CUMMING, GEORGIA 30040

MELISSA A. TRACY  
OF COUNSEL  
MTRACY@JARRARD-DAVIS.COM

PHONE: 678-455-7150  
FAX: 678-455-7149  
WWW.JARRARD-DAVIS.COM

---

January 15, 2025

Courtroom Deputy for The Honorable William M. Ray, II  
1721 Richard B. Russell Federal Building and United States Courthouse  
75 Ted Turner Drive, SW  
Atlanta, GA 30303-3309

**Re: Bivins, Ramona v. Felicia Franklin, et al.**  
**U.S. District Court for the Northern District of Georgia**  
**Civil Action No: 1:22-CV-04149**

Pursuant to Local Rule 83.1E(4), please allow this letter to serve as my request that the above-referenced case not be calendared during the time period of:

- March 7, 2025; and
- March 31 – April 4, 2025.

I, Melissa A. Tracy, counsel for Defendant Felicia Franklin, will be on leave for personal vacation and family obligations and, therefore, unavailable for proceedings.

By e-filing this letter, I have notified all counsel of record of my correspondence with the Court. Please feel free to contact me if you have any questions.

JARRARD & DAVIS, LLP  
Page 2 of 2

Thank you for your consideration.

Sincerely,

**JARRARD & DAVIS, LLP**

/s/ *Melissa A. Tracy*

Melissa A. Tracy

Georgia Bar No. 714477